

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

10-207

OPEN PERIOD:

8/13/2010 – 8/27/2010

JOB TITLE:

Production Controller

PAY GRADE AND SERIES:

GS-1152-07/09

PAY RANGE:

\$38,790 - \$61,678

POSITION LOCATION:

Eureka, CA.

UNIT:

FMS 37

PDCN #: 70700000

Security Clearance Required:

National Agency Check

APPOINTMENT TYPE: PERMANENT - DUAL STATUS

AREA OF CONSIDERATION: CURRENT ON BOARD PERMANENT CALIFORNIA ARMY NATIONAL GUARD TECHNICIANS ONLY

Military grade of E-1 through E-9.

Compatible Military Grade Assignment: CMF 91, 94; MOS 92A/F/Y/Z.

Key Requirements:
THIS IS A PERMANENT POSITION

This position is located in the Joint Forces Headquarters—State, Logistics Directorate (J-4/G-4), Surface Maintenance Facility. The purpose of this position is to perform maintenance production management, to achieve or maintain desired production levels, to serve as an equipment readiness expert for units supported by the facility, and to provide technical guidance and oversight to a lower-graded Production Controller.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) MAY BE authorized, subject to provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government's interest

Position Requires Travel: Some, 1 to 5 days per month.

QUALIFICATIONS and EVALUATION:

General: Experience, education, or training which indicates the ability to reason in quantitative terms, express yourself orally and in writing, and understand the terminology and data pertaining to the repair operations and processes characteristic of the production activity.

Production Controller GS-1152-07: Must have 12 months specialized experience as a supervisor, or contacts that required an interchange of information resulting in a specific required action to be completed; experience which provided applicant with a general knowledge of the functions and procedures of shop production control, records, references, and techniques for developing production control data; experience where candidate assisted or maintained workflow by identifying problem areas in work delays or stoppages; experience where candidate scheduled workflow in more than one area and was responsible for coordinating products or materials from support activities.

Production Controller GS-1152-09: Must have 24 months specialized experience as a supervisor or contact that required an interchange of information resulting in a specific required action to be completed; experience where candidate scheduled work flow in more than one area and was responsible for coordinating products or materials from support activities; experience in performing or supervising journey level work in a shop located within the production facility; experience where applicant exercised immediate control tasks such as: preparing job or work orders, scheduling various phases of projects into the shops, following up to see if work is processing as planned, and arranging for adjustments in materials, machine processes, and work sequencing to allow for unanticipated changes.

TRAINEE POSITION: Applicants not meeting full qualifications for the GS-09 position indicated above may be considered for GS-07 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to GS-09 upon meeting full qualifications and

recommendations of supervisor.

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to communicate both orally and in writing.
2. Knowledge of functions and procedures of production control and of the records.
3. Ability to ascertain the causes for delays in completion of work orders.
4. Ability to exercise initiative in taking timely action to schedule and obtain required materials.
5. Knowledge of the organization and work procedures of the production activity.
6. Ability to exercise considerable initiative in taking prompt and decisive action to prevent or alleviate delays due to conflicts in scheduling, lack of materials, or faulty work processes.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: Completion of one year of graduate level course study directly relevant to production or industrial management will satisfy the requirements for GS-7 positions. Two full academic years of graduate education which is directly relevant to production or industrial management will satisfy the requirements for GS-09 positions. Appropriate education and training other than that outlined above, such as manpower development programs, military training programs or formal apprenticeship programs, will be granted credit on a month for month basis.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Army National Guard and wear appropriate military uniform and comply with required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current résumé*.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Résumé" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@NG.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file if possible.
6. When emailing documents **PLEASE TRY TO LIMIT THE DOCUMENT TO 5 PAGES OR LESS**. Large files or documents will be rejected by the email server and will not be viewable for rating by qualifications of this office.

CONTACT THE HRO STAFFING TEAM AT (916) 854-3350 IF YOU DO NOT RECEIVE CONFIRMATION OF RECEIPT EMAIL WITHIN 2 BUSINESS DAYS

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current résumé* (**mandatory**)
- Transcripts, if applicable

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARD CERTIFICATES OR LETTERS OF APPRECIATION.

***CREDITING EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION AND/OR RÉSUMÉ. THE LEVEL OF EXPERIENCE IS DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED. BE DESCRIPTIVE, A SIMPLE LIST OF JOB TITLES AND DATES WILL NOT SUFFICE.**

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@NG.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Résumés and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of Consideration. The rating you receive is based on your application and supporting documents you provide. Please follow all instructions carefully. **Applications and/or résumés without a current return email will not be considered.** Errors or insufficient information may affect your rating. See the HRO website for additional tips on how to apply and résumé requirements.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@NG.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER